

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County and the James City Service Authority. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. The County Administrator acts as Clerk to the Board and is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, develop an annual budget, generally guide the work of County employees, and ensure that the affairs of the County are conducted in an effective and responsible manner. Also in this budget is the Capital Projects Administrator.

BUDGET SUMMARY

		FY 03 Budget		FY 04 Adopted Plan		FY 04 Adopted
Personnel	\$	388,435	\$	403,616	\$	402,917
Operating		27,090		28,419		25,969
Capital				28,000		
Total	\$	<u>415,525</u>	\$	<u>460,035</u>	\$	<u>428,886</u>

PERSONNEL

Full-time Personnel	3.5	3.5	3.5
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BUDGET COMMENTS

Budget expenditures provide for a continuation of services. The overall budget increases by 3.2 percent, however, travel has been reduced. The purchase of a replacement vehicle has been delayed.